



Strategies for your Business' Journey



Teleworking

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Benefits of Teleworking

And Debunking Teleworking Myths



Benefits of Teleworking

AND DEBUNKING TELEWORKING MYTHS

Thanks to broadband Internet and the cloud, working from home or the road is easier than ever. With the latest cloud-based communications solutions and productivity tools, today's workers can efficiently engage customers and collaborate with colleagues from any place, at any time.

Just about any business, regardless of size or industry, can benefit from teleworking. This eBook reviews the advantages of teleworking for employers and employees. We dispel some common misconceptions about telecommuters. And we review some affordable tools and simple guidelines for successful teleworking.

Who Should Read this eGuide?



Employees
Stay connected,
engaged and
productive



Managers
Stay in sync with
on-the-go employees
and distributed
teams



IT Planners
Securely extend
corporate IT
services

teleworking

/telə,wɜrk ɪŋ/

noun

1. The use of computer and telecommunications technology to enable a person to work remotely while maintaining contact with colleagues or customers. Also called telecommuting.



3.2
million

**Americans
Telecommute¹**

¹ Global Workplace Analytics

Everyone Wins

WITH TELEWORKING

Teleworking is good for businesses, good for employees and good for society.

- Companies can **reduce office expenses** and **maintain normal business operations** during weather events and emergencies.
- Workers can be **more productive**, **manage family emergencies** and enjoy a **better work-life balance**.
- And the general public can benefit from **reduced traffic congestion** and **lower green house gas emissions**.

Employers: Sanctioned teleworking policies are essential for attracting and retaining young talent. The latest generation of information workers grew up on the Internet. For them teleworking isn't a perk, it's a way of life.

Top Reasons Employees Work from Home



**Avoid
Commute**



**Greater
Flexibility**



**Greater
Productivity**



**Save
Money**

Employees save an average of \$10,000 a year by working from home half-time.

Source: Global Workplace Analytics

Cost Savings in Action

With more and more employees working from home and the road, many businesses are implementing **hoteling** programs to reduce real estate and energy costs.

Rather than having a dedicated office, on-the-go employees work out of shared workspaces, minimizing unoccupied office space.

At American Express, roughly 20% of the 5,000 workers at the company's Manhattan headquarters come to the office just a few days a week and work from unassigned desks.¹

GlaxoSmithKline saved nearly \$10 million in real-estate costs by moving 1,200 North Carolina employees to unassigned offices.¹

¹ Wall Street Journal, 2012

Debunking Common Teleworking Myths

Some organizations may be reluctant to institute teleworking programs because of data security concerns or fears that remote employees are less connected and less productive than office workers. It turns out these worries are simply unfounded.



#1 Teleworkers are Inherently Less Productive than Office Workers

FACT: Teleworkers enjoy a better work-life balance and are generally more satisfied with their jobs and more productive. **British Telecom found productivity rose 31% among its 9,000 teleworkers** due to lack of disruptions, stress and commuting time.²



#2 Teleworking Impairs Collaboration Amongst Team Members

FACT: The latest cloud communications tools and office productivity suites are specifically designed to foster collaboration. Team members across the globe can work together on documents, participate in video conferences and online meetings, share desktops and exchange messages and files in real-time.



#3 Teleworking Introduces Security Risks

FACT: Most cloud-based applications and services provide robust security capabilities. Most support comprehensive user authentication and authorization features to control access to applications and information, as well as strong encryption capabilities to protect confidential data and sensitive communications. Many companies are already using cloud-based tools, so teleworking poses no new security risks.

University Researchers Find Teleworkers are Productive and Collaborative

A **University of Illinois study** found telecommuting improves employee performance, while creating a more positive, cooperative and friendly work environment.

A **University of Wisconsin-Milwaukee study** revealed today's connected teleworkers stay fully engaged and well integrated into the workforce.

Next Steps

The latest cloud-based productivity and collaboration tools make it is easy to efficiently conduct business from any place, at any time.

Gain a competitive edge in today's global economy. Join thousands of businesses and millions of individuals all over the world who are profiting from teleworking.

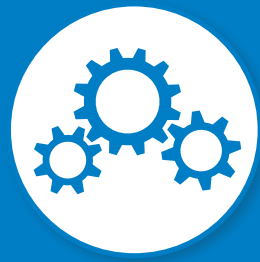
Save money. Save time. Be more effective.

Act Today!



Employees

Explore teleworker options in your organization. Share this eBook with your manager and thought leaders who influence corporate policies.



Managers

Make sure your team has all the tools they need to succeed in today's cloud first, mobile-first world.



IT Planners

Find out how cloud communications solutions can help you keep pace with innovation while eliminating equipment cost and complexity.



About

UNIFIED COMMUNICATIONS

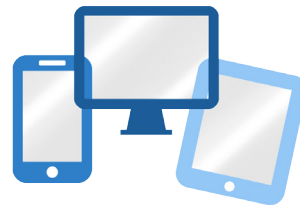
Teleworking is good for businesses, good for employees and good for society.

Unified Communications delivers all the features organizations expect from a traditional phone system, plus a full suite of unified communications services including video conferencing, instant messaging and presence. All delivered in the form of a flexible, reliable and affordable cloud-based service.



Unified Communications Benefits for IT Organizations

- No equipment to purchase, extend or maintain
- No complex hardware to configure and support
- Flexible pay-as-you-go licensing models
- Future-proof – new features delivered in the cloud
- Investment protection – adds value to PBXs



Unified Communications Benefits for Employees

- Anywhere, anytime access
- Complete business phone system features
- Video and UC collaboration capabilities
- Rich set of productivity and time-saving tools
- Online and Web clients and IP phones

UC Features Choices

- Voicemail
- Find me/follow me features
- Hunt groups
- Conferencing
- Attendant console
- Unified communications
- Collaboration tools
- Messaging
- Online tools